

# Mill Creek Highlands Homeowners' Association Rules and Regulations

Pursuant to the provisions of Article VIII, Section 1 (a) of the Bylaws of the Mill Creek Highlands Homeowners' Association (HOA), the Board of Directors (Board) has adopted the following Rules and Regulations (R&Rs). These R&Rs are in addition to the Covenants, Conditions & Restrictions (CC&Rs) declared for the plat. These R&Rs supersede all previous versions. These R&Rs are designed to ensure that each member of the community, whether homeowner, tenant, or guest, achieves the maximum enjoyment of his/her home.

- 1. Open Meetings:** The HOA has open meetings. All homeowners are welcome and encouraged to attend all regular, special, and annual meetings of the association. Regular meetings of the Board are held at 6:30 PM on the second Monday of every even-numbered month. The first annual meeting attempt is held in December, with subsequent attempts made monthly thereafter to achieve quorum. The annual meeting notice is mailed to all homeowners. The regular and special meeting information is found on the calendar in the homeowner's private portal provided by the management company. Contact the management company to enroll in this important homeowner resource.
- 2. Annual Dues:** Association dues are paid annually and are due January 31<sup>st</sup> of each year. Dues are considered delinquent if not received by February 14<sup>th</sup> and late fees apply. Allow adequate processing/ mailing time to ensure payment is received on time.
- 3. Late Fees and Interest Charges:** A monthly \$25.00 late fee is charged beginning February 15<sup>th</sup> to all past due homeowner accounts until payment is made in full. The maximum interest rate allowed by law shall be collected on all outstanding balances, including but not limited to dues, fees, and fines. Interest charges will be assessed from the original due date after the outstanding balance becomes due and will be assessed each month until the account is brought current.
- 4. Compliance Letter Fees:** A per letter fee is charged to every homeowner receiving a compliance letter, also known as a violation notice. The fee is the actual cost charged by the management company to our association (currently \$15.00). This fee covers the administrative fees, cost of office supplies, and postage charged to the HOA by the management company.
- 5. General Responsibilities:** Homeowner, tenant and guest activities which are a hazard to adjacent properties or affect the quiet enjoyment of the neighborhood are prohibited. This shall include, but is not limited to excessive noise, loud music, barking dogs, machinery noise at unusual hours or reckless activity which might endanger the public. Quiet hours are between 10 PM and 7 AM every day of the week. Any exterior lighting beyond the standard 3 wall lights and 2 post lights on the front of the house, 2 wall lights on the back of the house, and a wall light on the side of the house, shall not be illuminated between 10 PM and 7 AM, except for holiday lights in season on the front of the house. Exceptions to this rule may be submitted to the Board for approval.
- 6. Residential Use:** No lot shall be used except for residential purposes. Home occupation standards are regulated and enforced by the City of Mill Creek.
- 7. Architectural Control Committee Applications:** All exterior work to the property that affects any structure or the landscaping layout (including, but not limited to, fences, decks, arbors, storage sheds, playhouses, gazebos, satellite dishes, roofs, garage doors, masonry, siding, painting, window replacement or alteration, lighting, and significant landscaping) requires approval by the Architectural Control

Committee (ACC) prior to the commencement of any work. Commencing work prior to obtaining ACC approval is subject to a fine and stop work order action. Non-approved ACC violations may be subject to homeowners returning the property to its original state at their expense. Homeowners have three months to complete the work and should notify the management company when work is completed.

Homeowners who seek longer than three months to complete a project must receive special permission from the ACC prior to beginning work. ACC guidelines, approved roofing materials, fencing specifications and applications are available from the property management company. ACC approval may take up to 30 days. If ACC approval is not granted within 30 days, the homeowner's request is approved. If denied, the homeowner may resubmit or request an appeal. Homeowners are responsible for checking with the City of Mill Creek to determine if a permit is required.

- 8. Yard Maintenance:** Lawns shall be neatly groomed, continuously maintained, fertilized, mowed, watered, edged and free of litter, moss, and weeds. All trees and shrubs shall be watered and neatly trimmed. Trees and shrubs shall be trimmed so as not to encroach sidewalks, walkways, or roads. Dead vegetation, including grass clippings, shall be removed promptly. Landscaped beds shall have well defined edges and be continuously maintained free of litter, moss, grass, and weeds. Sidewalks and driveways shall not have vegetation in the cracks. Drought resistant landscaping consisting of noninvasive vegetation, stone or landscaping rock is permitted, but shall be free of litter, moss, and weeds. Artificial turf is not a permitted form of drought and fire-resistant landscaping due to quality control, environmental concerns, and appearance.

*NOTE: Homeowners may do work on their property, filing all necessary permits with the city, as required. If homeowners use a contractor, they are encouraged to check the contractor's registration with the Dept. of Labor & Industries, [www.lni.wa.gov/tradeslicensing](http://www.lni.wa.gov/tradeslicensing) under "Verify a Contractor." State registration ensures that the contractor has insurance and a bond. Workers' compensation coverage can also be checked on this website to protect from worker injury costs. Using a non-registered contractor provides no protection for shoddy or incomplete work or being liable for worker injuries on your property. Of course, checking references and/or reviews on the web is a good idea, too.*

- 9. Structures/Houses:** All houses and approved structures shall be maintained in good repair.
- 10. Exterior Paint:** Exterior paint shall not be moldy, water stained, peeled, blistered, faded, uneven, blotched or weathered. The base color of houses shall be painted in earth tones reflecting the colors of the earth, sand, and rock. Darker shades of other common colors may be considered. Brick may not be painted. There shall be a contrasting trim, either lighter or darker, and either white or a complementary earth tone. Garage doors shall be one color and the color should match the base or trim color, or be white. The front door shall match the base, trim or another color that complements the overall house and neighborhood color scheme. Sheen shall be matte/flat, eggshell, or satin.
- 11. Roofs:** Roofing material shall be Certaineed Presidential TL or similar. Color shall only be gray or brown toned. Approved roofing materials and ACC applications are available from the property management company.
- 12. Chimney Stacks (Chases):** Chimney stacks or chases must be kept in the same condition as the rest of the house. Chases require specialized care: some of the top boards may need to be replaced while others may simply need cleaning and/or repainting.

- 13. Garage Doors:** Replacement garage doors shall be the same 16-panel pattern with no window panels and painted the same color as the base or trim of the house.
- 14. Fences:** Fences are permitted to delineate the backyard property lines of each lot provided the construction does not alter the drainage easements. Fences shall not have rotted posts or defective, loose, or rotting boards. All fences shall be left in a natural state or clear stained. All fences must be in accordance with HOA fencing specifications and comply with City of Mill Creek standards. Approved fencing guidelines and ACC applications are available from the property management company. No chain-link, barbed, or other non-wood fences are permitted.
- 15. Storage Buildings/Sheds:** Storage buildings are subject to the following specifications: must be architecturally consistent with the house and neighborhood; must be in the back yard; may not exceed 10 feet at the peak; may not exceed 120 sf; must be at least 5 feet from the property line or follow current local code, whichever is greater; must be built with wood (not aluminum, vinyl or other non-wood material); must match the house in base color and trim; and roofing material must be the same type, color and appearance of the house's roof (but need not be the same brand). Storage buildings are subject to ACC approval.
- 16. Refuse:** Garbage receptacles, yard waste carts and recycling carts shall be removed from the street and sight-screened by 9 AM on the day following the pick-up. Yard debris of any kind, Christmas trees, or other waste or litter shall be properly and promptly disposed of and not allowed to linger in yards, driveways, or the street, nor should it be taken to or disposed of in common areas. Homeowners, tenants, or guests caught or known to dump any materials in the common areas shall be subject to a fine, in addition to paying all fees associated with the removal of materials left in the common area.
- 17. Parking:** No boats, boat trailers, personal watercraft, personal watercraft trailers, travel trailers, recreational vehicles, utility trailer, nor trailers of any kind may be stored within sight of any street, nor parked in driveways for more than 48 hours within any calendar week. Parking such vehicles on the street is under the jurisdiction of the City of Mill Creek. Vehicles may not be parked on grassed areas.
- 18. Holiday Decorations:** Winter holiday lights are permitted between the first day of November and the last day of January. Such lights shall not be permitted between the first day of February and the last day of October. All other holiday decorations may go up 30 days prior to and must be removed 10 days after the holiday.
- 19. Common Areas:** The natural and wooded areas within and adjacent to the HOA trail system are declared to be protected growth areas. Unauthorized encroachment is prohibited.
  - a. No structures, either of a permanent or temporary nature, shall be constructed. Any structure previously erected shall immediately be removed unless prior written authorization for its construction has been received from the Board.
  - b. No clearing, cutting, alteration or removal of natural growth is allowed. However, homeowners with properties abutting natural growth areas may clear an area not to exceed two feet from their property line of underbrush and other growth that constitute a potential fire hazard or other imminent threat, without the necessity of obtaining prior Board approval. Consistent with the foregoing, invasive growth such as blackberries, ivy, and scotch broom may be removed from protected growth areas without the necessity of obtaining Board approval. Any other clearing, cutting, alteration or removal

of any natural growth may be cleared, cut, altered, or removed only after a written application has been made to the Board and the Board has given its written approval. Any such application shall include a plan indicating the nature of the proposed clearing, cutting, alteration or removal and any restoration that may be necessary or appropriate. In approving any such application, the Board may impose such conditions as may be necessary to protect, preserve and maintain the natural integrity of areas adjacent to the trail system.

c. No debris of any nature shall be deposited in any natural and wooded area.

- 20. Nuisances:** No clotheslines or other overhead wires or string shall be hung. Window and other air conditioning units must not be visible from any street. Sports court surfaces, swimming pools, trampolines, and play equipment, etc. shall be in proper working order, acceptable in appearance and located in the back yard. Basketball hoops shall be in proper working order, acceptable in appearance and may be located on the homeowner's property in the front yard if desired. Storage of debris, lawnmowers, lawn or mechanical equipment, cord wood or discarded items shall not be in view from any street.
- 21. Satellite Dishes:** Satellite dishes will be limited to one per household unit and are subject to ACC approval. Dish size shall not exceed 24 inches in diameter. All dishes no longer in service shall be removed.
- 22. Mailboxes:** Posting of notices on mailbox stands is not permitted. Only USPS locks may be approved. If the mailboxes or locks are damaged, the homeowner must go the USPS post office to retrieve mail.
- 23. Signs:** Political signs may be located on a homeowner's property subject to the following conditions: No sign shall be larger than five square feet in size, located on the property nearer than ten feet from the closest property line, placed in or on any of the common areas within the division, placed on a homeowner's property for more than 30 days prior to a special, primary or general election or remain on a homeowner's property for more than two days following a special, primary or general election. Signs for contractors doing work on the property (e.g., painters, roofers) may only be displayed on the days that work is being performed.
- 24. Notice of Occupancy Changes:** All homeowners leasing or renting their residence must register tenants of the home with the property management company within 30 days of signing a lease/rental agreement with a tenant. Failure to register within this time frame will result in fines per the HOA Fine and Enforcement Policy until the tenant is registered. Homeowners are responsible for informing tenants of all HOA R&Rs. All fines for violations of HOA governing documents are levied against the homeowner.
- 25. Pets:** Pet owners are responsible for their pets. No animals can be kept, bred, or maintained for commercial purposes. Pet enclosures must not be visible from the street. No livestock or farm animals shall be raised, kept, or allowed on any lot or common area. Homeowners and/or tenants are responsible for the cleanup and disposal of pet waste.

*Adopted November 20, 2023*

*Effective January 1, 2024*

**Managed by NW Management Group, LLC**  
**7003 Evergreen Way | Suite A | Everett, WA 98203**  
**Phone: (425) 551-4800 | Fax: (425) 355-9512**  
**Email: [customerservice@nwmgmtgroup.com](mailto:customerservice@nwmgmtgroup.com) or [millcreek@nwmgmtgroup.com](mailto:millcreek@nwmgmtgroup.com)**